

WHEREAS, The State Bureau of Administration has developed within its structure an Office of Records Management which administers an efficient and economical records management program for the creation, utilization, maintenance, preservation and disposal of State records; and,

WHEREAS, The Office of Records Management assists government agency management in implementing the uniform provisions of the "State Records Management Manual"; and,

WHEREAS, The State Records Manager helps assure that the planned retention of agency records scheduled to be retained for a specific period of time also facilitates the orderly disposal of these records when their useful life is finished; and,

WHEREAS, The Office of Records Management provides a secure, central records storage facility which relieves Capitol Complex agencies of the burden of providing valuable office space, expensive filing equipment, and personnel for the maintenance of records which are no longer in frequent use; and,

WHEREAS, A central microfilm unit within the Office of Records Management provides low cost microfilm service to all State agencies, eliminating duplication of expensive camera equipment and reducing the need for trained personnel to perform this special function; and,

WHEREAS, The Office of Records Management provides advice and assistance to any county, municipality, or other political subdivision of State government in the establishment of local records management programs; and also provides program information, including costs studies and technical assistance in establishing microfilm programs; and,

WHEREAS, The combined dollar savings that can be directly attributed to the Office of Records Management services adds up to an achieved total of over \$320,000.00 for the twelve-month period of Fiscal Year 1978;

NOW, THEREFORE, I, HARVEY WOLMAN, Governor of the State of South Dakota, do hereby proclaim October 30 through November 5, 1978, as

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In South Dakota, and I estimate will be the first day of the beginning of life in this observance.

THE HONORABLE WILLIAM C. LEE, I have hereunto
set my hand and affixed the Great Seal of
the State of South Dakota, in Pierre, the
Capital City, this Thirteenth day of October,
in the Year of our Lord, Nineteen Hundred
and Seventy-Eight.

JOHN W. CLEWELL, GOVERNOR

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Lorna B. Herrith
LORNA B. HERRITH, SECRETARY OF STATE